

INSTALLING THE MEMS UPDATE PROGRAM

- 1) If downloaded from web or email, copy or save zip file to hard drive.
- 2) In WinZip, extract MEMS.mdb file from zip file to your current MEMS folder. (In most cases, this folder is called MEMS2002, but you may have named it differently.)
- 3) Close the zip file. You will **not** run the update while in the winzip program.
- 4) Open the new update file in your MEMS folder. As of September 19, 2003, the latest update release is called "MEMSUPD2002D.mdb for Access2000 users."
- 5) You will see the screen shown here. Once in this screen, select the "update" button.



The screenshot shows the 'Updates_Form : Form' window. The background is yellow with a brick border. At the top, there's a black and yellow striped banner with the word 'Updates' in red. The main text reads: 'Welcome to MEMS, the following program will apply all current updates to your MEMS database. Your previous MEMS data will be copied to a new name (MEMS97d or MEMS2002d). Once the update is complete, you may delete the old MEMS data if you wish. If you choose not to, the old data will remain. If you do not run this program, the old data will remain. If you choose to continue, a new MEMS database will be created. Once completed you should receive a message that the data was copied over correctly and the old data was deleted. This program will not copy any Tables, Forms or Modules that you or someone else may have created in addition to the standard MEMS programs. If you have any objects that need to be copied over from your previous MEMS version then read the import instructions.' Below this text is a blue link 'Import Instructions'. At the bottom, a yellow box contains the text: 'If you have any questions or difficulty, please call the Maine DOT office for assistance.' There are 'Update' and 'Cancel' buttons at the bottom right. A 'Microsoft Access' dialog box is open in the center, showing the path 'C:\MEMS2002\ME' and a message 'Update Completed Successfully!'. The taskbar at the bottom shows the Start button, several open windows (3 Microsoft..., 3 Windows..., Bobs Mens co..., Document1 - ...), and the MEMS application icon. The system clock shows 8:56 AM on 11/11/2001.

IMPORTANT LAST STEP!!!!!!!!!!!!!!

- 8) The very last step is to make sure you use the new program versus the older one. You can rename your older file to “Old MEMS” or something that differentiates between the two. Another tip is to remove your shortcut to the old file, if you have one created on your desktop. You can also rename your new version to read, MEMS2002D.mdb if you like...just make sure you use the new file and not the old. Again, the update process does not delete the old file...it imports data from your old file to the new one.

If you have any questions about this process, please call us 1-800-498-9133 or 207-624-3270.

